

## **Minutes from NIST User's Guide Subgroup Call 8/17/2012, 2:00PM-3:00PM EST.**

*Attendees included: Craig Rosen, Mark Ellison, Jody Fraser, Leonard Jacobs, Leonard Tillman, Maurice Martin, Scott Saunders, Tanya Brewer, Amanda Stallings, Ward Pyles, Chuck Hunt, and Vicky Pillitteri.*

- Mark Ellison began the conversation and flow by walking through the document outline reviewing sections 3 through 6 of the document that align to the DOE Risk Management Process and leverage the DOE RMP Case Study which is being referenced for this work.
- A discussion ensued with Scott Saunders (who provided updates and edits on the RMP and RMP Case Study) on whether or not we should include the DOE RMP Risk Management Cycle (frame, assess, monitor, respond). It was agreed that we would NOT include this level of framing and that we would reference that in the text under each heading if we needed to.
- A question was raised by Craig Rosen on the matter of executive support and it was decided that executive “sponsorship” would be added in section 3. It was also indicated that particular roles and responsibilities would be referenced at the end of the document, so identifying CIO, etc. needn't be in the heading.
- Section 4 discussion:
  - Discussion centered on prioritization of work as a result of concern about the work “critical”. It was agreed to remove the word “critical” and avoid the word “essential” so consensus was on “priority” as suggested by Leonard.
  - It was agreed to reference both the RMP and the RMP case study in the document since the case study is not a 100% link back to the RMP itself – so not lose track of getting back to source document. It is just an “example”.
  - Discussion around recommending the developing a spreadsheet to capture an inventory of the processes that support the functions and the business dependencies (not interfaces) support them. Discussion around the “interfaces” terminology – consensus was this was more of a technical system term for this document.
- Section 5 discussion:
  - Discussion on systems v. applications and consensus was to deviate from RMP a bit on this given the more broad definition of systems.
  - Scott Saunders commented that this discussion took place during the RMP development and that they settled on applications.
  - Comment that we need to be consistent with NIST and the NISTIR so we should reference that for consistency.
  - For now, consensus is on “system”.
- Section 6 discussion:
  - Discussion on adding risk to section 6 and that it was not there for assets. Question was should we add this or not?
  - Since the risk profile is at the app level in the RMP we should keep it there and not include this.
  - Mark to update document and make references to each section of the RMP in the document for consistency.

- Next steps
  - More detailed discussion for section 7 coming up for next call 8/31/2012.
    - Action was taken to develop a comprehensive list of SG Business Functions and have them mapped to the logical interfaces in the NISTIR. Discussion was that this would be a great reference for folks as is something that is missing. Scott Saunders took the action to put out an initial draft to the list serv.
  - Next will also be a discussion removal of section 8 & 9 which was tabled.

Draft to changes made during this meeting on the twiki at: [https://collaborate.nist.gov/twiki-sggrid/pub/SmartGrid/NISTIR7628UsersGuide/NISTIR\\_7628\\_Users\\_Guide-v0\\_1\\_17Aug2012.docx](https://collaborate.nist.gov/twiki-sggrid/pub/SmartGrid/NISTIR7628UsersGuide/NISTIR_7628_Users_Guide-v0_1_17Aug2012.docx).